



Application to Vary Course Registration (Course Transfer) – Undergraduate

CLOSING DATES: Please check with the faculty you are applying to transfer into (Closing date may be as early as the first week of January).

INSTRUCTIONS

This application is for Undergraduate UOW students intending to transfer into another course.

1. Refer to the University Course Handbook for detailed information regarding Vary Course Registration (Course Transfers) <http://www.uow.edu.au/about/policy/UOW058680.html> (Section 6 - Variation of Course), and the individual Faculty Handbooks for faculty specific requirements regarding course transfers.
2. Please read and complete **all** sections of this form, including the Transfer Requirements as listed below.
3. Obtain a printout of your full academic record from Student Central, and seek approval from the Sub Dean/Dean of the Faculty you are applying to transfer into.
4. Limitations apply to advanced standing and are subject to academic approval. Please refer to the Course Handbook <http://www.uow.edu.au/about/policy/UOW058680.html> (Section 5. Advanced Standing).
5. Return the **completed** application with the **approval** signature by the closing date to Student Central – Building 17.
6. Successful applications to transfer will become effective at the commencement of the following session/intake (where applicable).
7. **Students who transfer from one course to another are liable to pay the fee prescribed for the new course that year.**

TRANSFER REQUIREMENTS

Program	Transfer Information
Arts	<ol style="list-style-type: none"> 1. You must have completed at least 24 Credit Points worth of subjects in the degree or Campus of your original offer (usually acquired over two sessions of study). 2. Normally students who wish to transfer to the Wollongong Campus Bachelor of Arts, the Bachelor of Communication and Media Studies or the Bachelor of International Studies will be expected to have achieved a credit average. 3. Applications will only be accepted after the release of results for the current session.
Combined LLB	<ol style="list-style-type: none"> 1. Transfer from other faculties into LLB programs is only permitted in Autumn Session. 2. You must have completed a minimum of 48 credit points of subjects in your existing degree and attained a Weighted Average Mark (WAM) of at least 70.0 to be eligible to apply. 3. Applications received will be ranked according to WAM and available places allocated according to rank. A WAM of 70 alone will not guarantee a successful transfer application. For more information, consult the Faculty of Law Undergraduate Handbook at http://www.uow.edu.au/law/undergrad/UOW046331.html
Commerce	<ol style="list-style-type: none"> 1. Applications will be accepted until Week 3 of the current session, applications made after Week 3 of the current session will be held until the release of results for that session.
Creative Arts	<ol style="list-style-type: none"> 1. Transfer from other faculties into Creative Arts programs is only permitted for Autumn session 2. For information about additional requirements and deadlines, download the FCA Course Transfer Information sheet or request a copy from FCA central: www.uow.edu.au/crearts/futureundergrad/index
Education	<ol style="list-style-type: none"> 1. The Faculty of Education requires a written submission supporting the application to transfer. One year full time study is necessary in order to be eligible to apply. Information regarding the application requirements is contained in the Information Sheet. 2. Download the Information Sheet http://www.uow.edu.au/content/groups/public/@web/@educ/documents/doc/uow037814.pdf under the link to Course Transfer or collect from the Faculty of Education Student Service Centre (Blg 23). Follow the directions detailed in the Information Sheet. 3. Transfer from other faculties into Education programs is only permitted in Autumn Session.
Other Faculties	<ol style="list-style-type: none"> 1. Please refer to the relevant Faculty for Course Transfer requirements



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PERSONAL DETAILS

Student Number	Last Name	First Name
Current Course Code	Current Course Name	Major

COURSE TRANSFER DETAILS

Course Code	Course Name	Major	Credit Points
Campus		Course Transfer to commence Session/Intake & Year	

TUITION FEE INFORMATION

Students who transfer from one course to another are liable to pay the fee prescribed for the new course that year. For more information regarding the University of Wollongong Tuition Fees please visit:

International students: <http://www.uow.edu.au/student/finances/UOW008306.html>

Domestic students: <http://www.uow.edu.au/student/finances/UOW008173.html>

SPONSORED STUDENTS ONLY

I am responsible for obtaining my sponsor's approval for any change to my program. I have attached a new Financial Guarantee that has been approved by my sponsor. I acknowledge that I will not be able to enrol until I have a new Financial Guarantee for my new course program.

Financial Guarantee Attached	Yes / No		
Sponsor Signature		Date	
Student Signature		Date	

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature		Date	
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APPROVAL

Approved	Yes / No	Sub Dean / Dean Name	
Date		Signature	

OFFICE USE ONLY

	Action
Student Type	
Billing Type	
CSS Scheme	